

## Module 8

# Payroll Interface Management

## Module Overview


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<b>Introduction</b>	This module explains the various processes and procedures that relate to the interface between DCPDS and the appropriated fund Defense Civilian Payroll System (DCPS). Personnel who perform the payroll functions in the DCPDS will be determined by Component business practices.
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<b>Background</b>	The DCPS is the standard payroll system used by all DoD activities employing appropriated fund civilians or Cuban local national employees. The DCPS also support those non-DoD agencies that are serviced for payroll processing. DCPS consists of eight payroll databases maintained at three service centers. The DCPDS and DCPS are designed to support the computerized maintenance of civilian employees through the use of interface and reverse interface processes. The DCPDS generates transactions to payroll based on Nature of Action (NOA) codes and a limited number of data field updates. Master pay records are created, deleted, or changed when pay-effecting transactions output from DCPDS are updated to the servicing payroll database. The payroll system provides updates of Time and Attendance (T&A) data applicable to personnel processes and Separation Tracking/Retirement Record Processing for update to DCPDS records. In addition, a data file is provided by DCPS on a biweekly basis that provides employee pay and leave information and employee home address updates.
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<b>See Also</b> 	Module 2, Position Management and Classification Chapter 1, Building Positions Module 4, Staffing Module 5, Workforce Relations Module 6, Benefits
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### Roles and Responsibilities



Components will determine who has access to Payroll processes.



**CAUTION:** These procedures are restricted to Component selected personnel. Any unauthorized action which attempts to defraud the government can be detected through active system monitoring programs.

### Audience

<b>This module is written for...</b>	<b>And contains information for...</b>
System Administrators, Staffing Specialists, Processing Units,	Benefits and Entitlements Personnel and Staffing Personnel.

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## Module Overview, Continued

### Terms

Term	Definition
DCPS	Defense Civilian Pay System.
DFAS	Defense Finance and Accounting Service
NAF	Non-Appropriated Fund
PAD	Personnel Pay Application Data.
POID	Payroll Office Identifier.
Payroll Interface	Sharing of data that originates in the personnel system and is transmitted to the payroll system through electronic communication processes.
Reconciliation	Processes and procedures for matching and validation of data fields that are maintained in both the personnel and payroll system. Data originates in one system and is used in both. Validation is against source document for the data.
Regeneration	Process that allows a payroll interface transaction to be re-sent to the payroll system as originally submitted or with changes.
Reverse Interface	Process that provides update transactions originating in the payroll system, from T & A reporting, to DCPDS. Also provides Separation Tracking information for reporting timeliness of retirement record processing.
T&A	Time and Attendance.
SOID	Servicing Office Identifier
EXITS	External Interface Transfer System.

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## Module Overview, Continued

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### Before You Begin

- Insure appropriate servicing payroll system identification is resident in the position record before assigning the employee to the position.
- Every position built should have a POID value.
- The appropriate payroll interface format is produced with each pay-affecting transaction based on information stored as part of the position definition. Payroll interface processing is controlled by two items: (1) Payroll System and (2) POID. Accurate establishment and maintenance of these two items will ensure valid interface processing of employee pay affecting data. For specific information regarding these data fields, please refer to Chapter 1 of this module.
- The payroll interface transaction data is maintained within the regional database for approximately 380 days, 27 pay periods. The database contains all needed information to recreate individual files. The data files are also maintained at the central interface server as a backup and audit trail of what is sent or received to and from the regions and DFAS.
- Actions input to the DCPDS via the RPA process with projected effective dates will not create a payroll interface transaction until the effective date has been reached and the action consummates. Data element updates that are accomplished with future effective dates will create a payroll interface transaction when the update is saved, but the action will not be transmitted to payroll until the effective date is reached. Actions input with current or past effective dates will be transmitted to DCPS the same day.
- The pay period calendars on the next page reflect the interface processing timelines for the regular DCPS databases as well as the alternate databases which are on a delayed pay date.

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REGULAR DATABASE INTERFACE PROCESSING SCHEDULE						
FIRST FRIDAY PAY DATE						
SUN	MON	TUE	WED	THU	FRI	SAT
<b>BEGINNING OF PAY PERIOD</b>  Last DCPDS processing day / transmission of interface for pay period ended previous day.	Final interface files processed in DCPS for previous pay period.  Pay Processing	Pay Processing  NO Interface processing.	First interface files processed for current pay period.  *Subject to delay by release processing or system problems.	Interface files processed.	Interface files processed.  EMPLOYEE PAY DATE	Interface files transmitted, not processed.
Interface files transmitted, not processed.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed.	<b>END OF PAY PERIOD</b>  Interface files transmitted, not processed.
ALTERNATE DATABASE INTERFACE PROCESSING SCHEDULE						
SECOND THURSDAY PAY DATE						
SUN	MON	TUE	WED	THU	FRI	SAT
<b>BEGINNING OF PAY PERIOD</b>  Interface files transmitted, and processed.	Interface files processed.	Interface files processed.  Last DCPDS processing day / transmission of interface for pay period ended previous Saturday.	Final interface files processed in DCPS for previous pay period.  _____	Pay Processing  No interface files processed.	Pay Processing  No interface files processed.	Interface files transmitted, not processed.
First interface files processed for current pay period.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed.  <b>PAY DAY FOR AFFECTED RECORDS</b>	Interface files processed.	<b>END OF PAY PERIOD</b>  Interface files transmitted, not processed.

## Module Overview, Continued

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**Central Point  
of Contact**

DFAS provides a central contact office for dealing with all data transmissions and retransmissions into and out of all DCPDS regions. The DCPDS Interface System Administration Office at Lockheed Martin will monitor and manage all inbound and outbound package transmission problems.

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